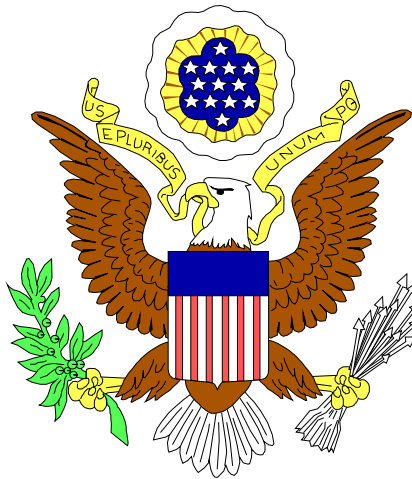


United States Bankruptcy Court
Southern District of West Virginia
Samuel L. Kay, Clerk of Court



CREDITOR MATRIX

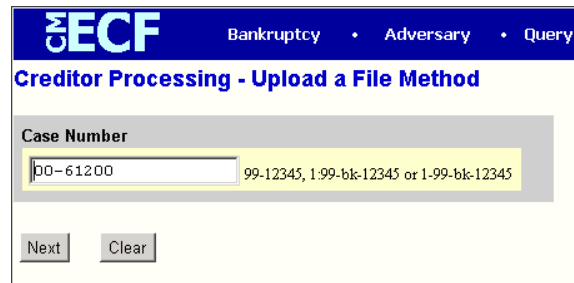
Creditor Matrix File

A creditor matrix contains creditor information such as the name of the creditor and the creditor's mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

Uploading a Creditor Matrix File into the CM/ECF System

- STEP 1** Create the creditor matrix and save it as a **.txt** file.
- STEP 2** Select **Bankruptcy** from the *Main Menu*, and click on **Creditor Maintenance** from the *Bankruptcy Events* menu. The *Creditor Maintenance Menu* appears.
- ◆ Select **Upload a creditor matrix file** from the *Creditor Maintenance Menu* screen.
- STEP 3** The **Creditor Processing - Upload a File Method** screen appears.



ECF Bankruptcy • Adversary • Query

Creditor Processing - Upload a File Method

Case Number

00-61200 99-12345, 1-99-bk-12345 or 1-99-bk-12345

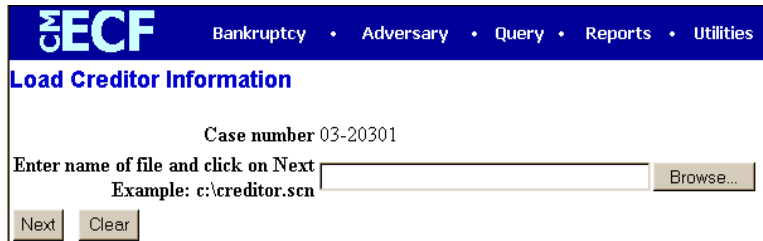
Next Clear

- ◆ Enter **Case Number**.
- ◆ Click on **Next** to continue, or **Clear** to restart.

Electronic Case Filing

Creditor Matrix

STEP 4 The **Load Creditor Information** screen appears.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the header, the title "Load Creditor Information" is displayed. The "Case number" is 03-20301. A text input field is labeled "Enter name of file and click on Next" with an example: "c:\creditor.scn". To the right of the input field is a "Browse..." button. At the bottom left are "Next" and "Clear" buttons.

- ◆ Enter name of file, or click on **Browse** to search. File must be in *.txt* format.
- ◆ Click on **Next** to continue, or **Clear** to restart.

STEP 5 The **Add Creditors - Total Creditors Entered** verify screen appears.



The screenshot shows the ECF interface for the "Add Creditor(s)" screen. The header is blue with the ECF logo and the word "Bankruptcy". Below the header, the title "Add Creditor(s)" is displayed. The "Total Creditors Entered" is 6. At the bottom is a "Submit" button.

- ◆ Verify the creditor count information.
- ◆ If correct, click on the **Submit** button.
- ◆ If incorrect, click on the **Back** hypertext link to return to the previous screen. This will return you to *Step 5* so that the file uploaded may be checked and/or replaced.

Electronic Case Filing

Creditor Matrix

STEP 6 The **Creditors Receipt** screen appears, acknowledging the total number of creditors added to the database. Creditors are now attached to the bankruptcy case.

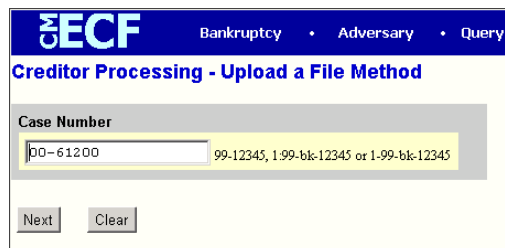
Creditors Receipt	
Case Number	00-61200
Total Creditors Added to Database	6
File a Proof Of Claim	
Return To Creditor Maintenance Menu	

- ◆ **File A Proof Of Claim** - takes you to the Proof of Claim entry screen.
- ◆ **Return To Creditor Maintenance Menu** - returns you to the Creditor Processing menu.

Entry of Individual Creditors

STEP 1 Select **Bankruptcy** from the *Main Menu*, then click on **Creditor Maintenance** hypertext link from the Bankruptcy Events menu. The *Creditor Maintenance Menu* appears. Select **Enter Individual Creditors**.

STEP 2 The **Creditor Processing** screen appears.



ECF Bankruptcy • Adversary • Query

Creditor Processing - Upload a File Method

Case Number

00-61200 99-12345, 1-99-blk-12345 or 1-99-blk-12345

Next Clear

- ◆ Enter **Case Number**.
- ◆ Click on **Next** to continue, or **Clear** to restart.

STEP 3 The Add Creditor(s) screen appears.

ECF Bankruptcy • Adversary • Query

Add Creditor(s)

Case 00-61200 already contains creditors!

Case number 00-61200- George Washington and Martha Washington

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

- ◆ Using the [Tab] key to advance to each field, enter creditor name and address with city, state, and zip on same line.
- ◆ **Type** - select the appropriate type of creditor using the down arrow to the right of the dialog box.
- ◆ **Creditor committee** - select whether or not the creditor added is a member of a creditor committee.
- ◆ **Continue to Enter** - resets the screen so additional creditors may be added.
- ◆ **Last Entry** - select this option after all creditors have been entered and click **Next**.

STEP 4 Add Creditor(s) - Total Creditors Entered screen appears.

ECF Bankruptcy

Add Creditor(s)

Total Creditors Entered 1

- ◆ Click on **Submit** to continue.

STEP 5 **Creditors Receipt** screen appears, acknowledging the total number of creditors added to the database. Creditors are now attached to the bankruptcy case.

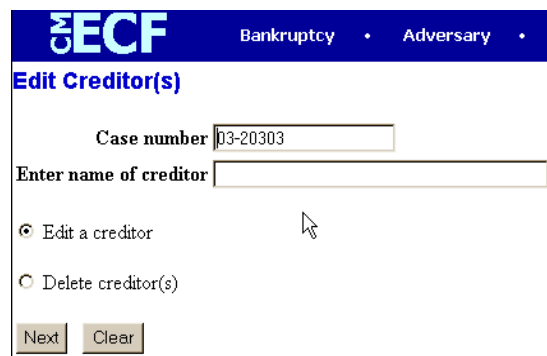
Creditors Receipt	
Case Number	00-61200
Total Creditors Added to Database	1
File a Proof Of Claim	
Return To Creditor Maintenance Menu	

- ◆ **File A Proof Of Claim** - takes you to the Proof of Claim entry screen.
- ◆ **Return To Creditor Maintenance Menu** - returns you to the Creditor Processing menu.
- ◆ Select option from CM/ECF Main Menu.

Edit Creditors

STEP 1 Select **Bankruptcy** from the *Main Menu*, then click on **Creditor Maintenance** hypertext link from the Bankruptcy Events menu. The *Creditor Maintenance Menu* appears. Select **Edit Creditors**.

STEP 2 The Edit Creditors screen appears.



ECF Bankruptcy • Adversary • Case

Edit Creditor(s)

Case number 03-20303

Enter name of creditor

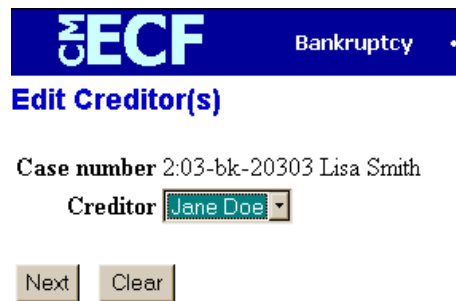
☒ Edit a creditor

☐ Delete creditor(s)

Next Clear

- ◆ Enter the case number
- ◆ Enter the name of the creditor *Example: Jack Smith*
- ◆ Select *Edit a Creditor* or *Delete creditor*
- ◆ Click on **Next**

STEP 3



ECF Bankruptcy •

Edit Creditor(s)

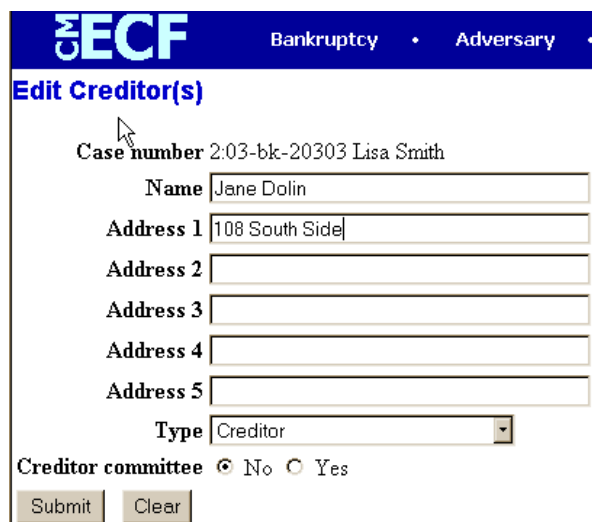
Case number 2:03-bk-20303 Lisa Smith

Creditor Jane Doe ▾

Next Clear

- ◆ Click on the down arrow to verify the correct creditor has been selected.
- ◆ Click **Next** to continue.

STEP 4



ECF Bankruptcy • Adversary •

Edit Creditor(s)

Case number 2:03-bk-20303 Lisa Smith

Name Jane Dolin

Address 1 108 South Side

Address 2

Address 3

Address 4

Address 5

Type Creditor ▾

Creditor committee ☒ No ☐ Yes

Submit Clear

- ◆ Modify the creditor's name, address or type.
- ◆ Click on **Submit** to continue.

STEP 5

If the modification was successful the following screen will appear.



ECF

Modify Completed!

[Edit Creditor](#)

- ◆ Click on *Bankruptcy* from the main menu to continue docketing.